

State of Hawaii
DEPARTMENT OF LAND AND NATURAL RESOURCES
Division of Forestry and Wildlife
Honolulu, Hawaii 96813

May 27, 2011

Chairperson and Members
Board of Land and Natural Resources
State of Hawaii
Honolulu, Hawaii

Land Board Members:

**SUBJECT: REQUEST APPROVAL TO ISSUE A REQUEST FOR PROPOSALS AND
AUTHORIZE THE CHAIR TO AWARD AND EXECUTE A CONTRACT(S)
FOR THE MANAGEMENT OF FY2012 STATEWIDE YOUTH
CONSERVATION CORPS PROGRAM**

This Board Submittal requests approval to issue a Request for Proposals (RFP) under the competitive sealed proposal process, and authorize the Chair to award and execute a contract(s) for engaging youth in DLNR – Division of Forestry and Wildlife (DOFAW) conservation programs.

BACKGROUND:

The Department of Land and Natural Resources annually coordinates the Youth Conservation Corps (YCC) program. YCC is an ongoing state program established under Hawaii Revised Statutes (HRS) chapter 193, and administered by DLNR-DOFAW. YCC gives high school and college youth the opportunity to learn conservation skills, teamwork, and the satisfaction of working to preserve Hawaii's natural heritage. Responsibilities of the contractor will include but are not limited to: recruitment and selection youth interns, coordinating payroll and monthly monitoring, and advertising of positions. The duration of the contract(s) is expected to be 12-24 months, to allow for completion and post-evaluation of internship cycles.

DISCUSSION:

Based on the requirements and special conditions of this procurement, DOFAW recommends that a competitive sealed proposal process be used for source selection. In order to expedite a contract(s) for this procurement, DOFAW requests that the Board delegate authority to the Chairperson to award and execute the contract(s) for goods and services based on the recommendations of an evaluation committee (pursuant to Hawaii Administrative Rules 3-122-45) and other terms and conditions as may be prescribed by the Chairperson to best serve the interest of the State. Additionally, should any of the committee members above be unable to participate, DOFAW requests that the Board delegate authority to the Chairperson to appoint alternates or recommend that the committee be reduced by one member should the need arise.

CHAPTER 343 – ENVIRONMENTAL ASSESSMENT:


The action before the Board represents recruitment of youth for conducting routine conservation activities and is anticipated to have minimal or no significant negative impact on the environment. The Division has reviewed this action and determined it falls under the Exemption Class 1 "Operations, repairs, or maintenance of existing structures, facilities, equipment or topographical features, involving negligible or no expansion or change or use beyond that previously existing," and Class 4 "Minor alteration in the conditions of land, water, or vegetation" and therefore the Division recommends that the Board find the Request for Proposals and corresponding contract(s) for the management of FY2012 Statewide Youth Conservation Corps Program exempt from the requirement to conduct an environmental assessment, as provided by Chapter 343, HRS and Chapter 11-200 Hawaii Administrative Rules (HAR).

RECOMMENDATIONS:

That the Board:

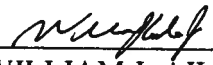
- 1) Declare that, after considering the potential effects of the proposed contract(s) and project activities as provided by Chapter 343, HRS, and Chapter 11-200, HAR, this project will probably have minimal or no significant effect on the environment and is therefore exempt from the preparation of an environmental assessment.
- 2) Approve the use of:
 - a. A competitive sealed proposal for a solicitation for the program management of the Youth Conservation Corps Program.
 - b. An evaluation committee to serve, evaluate and select the competitive sealed proposals.
- 3) Delegate authority to the Chairperson to:
 - a. Award and execute a contract(s) for goods and services, subject to the availability of funds and review and approval by the Department of the Attorney General.
 - b. Appoint evaluation committee alternates or recommend that the committee be reduced by one member should the need arise.

Respectfully submitted,



PAUL J. CONRY, Administrator
Division of Forestry and Wildlife

APPROVED FOR SUBMITTAL:



WILLIAM J. AILA, JR. Chairperson
Board of Land and Natural Resources